



Michigan Supreme Court
State Court Administrative Office
Trial Court Services Division
Michigan Hall of Justice
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John D. Ferry, Jr., State Court Administrator

January 9, 2004

TO: Circuit Court Administrators, County Clerks, District Court Administrators/Clerks,
Probate Registers, and System Providers

FROM: Amy L. Byrd, Trial Court Services

RE: Caseload of Michigan Trial Courts, Reporting Forms and Instructions

The January 5, 2004 letter recently mailed to you with the updated Caseload manuals contained incorrect information about the time for submitting data for Part 4. On page 2 of your letter, we stated that the report "is due between January 1 and January 31, 2005, and must cover the period from January 1, 2004, through December 31, 2004." The instructions should have stated that the report **"is due between January 1 and January 31, 2006, and must cover the period from January 1, 2005, through December 31, 2005."**

cc: Trial Court Services
Regional Offices